

Village Creek Water Reclamation Facility



Biosolids Program & EMS Performance Report – EMS Element 15.0

<b>EMS Procedure 15.0</b>	<b>Revision 07</b>	<b>Approval Signature:</b>	<b>Effective Date: Aug 5, 2013</b>
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**Purpose:** Element 15.0 establishes procedures to complete an annual written Biosolids Management Program report summarizing the performance of the City of Fort Worth’s biosolids management program and EMS to drive continued improvement.

**Scope:** This report shall contain appropriate summaries of monitoring, measurements and other results that demonstrate the performance of the biosolids program relative to its goals and objectives and legal requirements, including those management activities conducted by the City’s Biosolids contractor.

**Definitions:** **Biosolids Program Goal(s)** – Performance improvement goals that are consistent with the organization’s biosolids management policy to assure biosolids activities comply with applicable laws and regulations and minimize other unregulated adverse environmental and public health impacts by managing all critical control points. Biosolids program goals are discussed in Element 5.0.

**Biosolids Program Objective(s)** – A detailed performance improvement requirement, quantified wherever possible, based on a biosolids program goal. One or more objectives must be met in order for the underlying goal to be achieved.

**Responsibility:** The Biosolids EMS Manager is responsible for compiling the Biosolids Program and EMS Performance Report. The other superintendents, managers and supervisors within the Pollution Control Division and the Contractor’s managers will provide the necessary summary information to support the report.

**Procedure:** On regular basis (see EMS Planning Schedule) VCWRF Biosolids Management reviews, updates, revises, and summarizes the performance of the Biosolids Management Program and the EMS in an annual biosolids report. The Biosolids EMS Manager drafts the Biosolids Program and EMS Performance Report to correspond with the annual TPDES Sludge report period and fiscal year data.

The EMS Performance report includes:

- Summaries of the biosolids program and EMS progress and goals for the year including privatized operations.
- Summaries of measurement and monitoring activities demonstrating compliance or noncompliance with both legal and self imposed regulations and goals.
- Summaries of legal requirement changes.
- Summaries of public outreach programs.
- Results of yearly EMS audits.
- Summaries of spills and other emergency actions and responses.

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- Summaries of advances in biosolids technology.
- Summaries of cost savings of producing quality biosolids (where possible-directly attributable to goals and objectives).
- Summary of dollars saved or generated by accomplishment of other goals and objectives if applicable.

The Assistant Director of Wastewater Treatment and the Water Department Director review and approve the report.

**Publication of Results** - The annual Biosolids EMS Performance Report and/or summaries of the report will be published and displayed on:

- City's web page, <http://www.fortworthgov.org/water>
- Published for distribution: at Public Forums, Plant Tours, etc.
- Included in the land application packets given to all potential landowners in the biosolids program

**References:**     *EMS Framework Guidance Manual:* <http://www.wef.org/Biosolids/>  
*Code of Good Practice, (NBP):* <http://www.wef.org/Biosolids/>  
*Manual of Good Practice for Biosolids, (NBP):* <http://www.wef.org/Biosolids/>  
*Public Outreach Activities binder*

*Element 4.0 Legal and Other Requirements*  
*Element 5.0 Biosolids Goals and Objectives*  
*Element 6.0 Public Participation in Planning*  
*Element 11.0 Emergency Preparedness and Response*  
*Element 13.0 Monitoring and Measurement*  
*Element 14.0 Nonconformance: Preventative and Corrective Action*  
*Element 16.0 EMS Internal Audit*

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<i>Revision #</i>	<i>Date</i>	<i>Revision Description</i>
07	08/05/2013	Updated references, updated procedures
06	08/11/2011	Update procedure and references
05	11/16/2010	Update references
04	05/15/2008	Audit (YR2) 2007
03	06/29/2007	Audit (YR1) 2006
02	11/29/2004	2004 Issue
01	10/01/2004	Approval Draft
SR	01/30/2004	Issued for Status Review